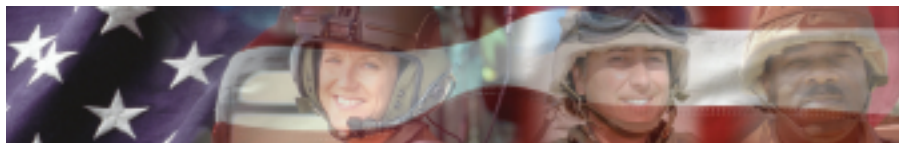


The
**¢itizen-
\$oldier's Guide**
to **Mobilization**
Finance





The Citizen Soldier's Guide to Mobilization Finance

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1. First Line Leader Responsibilities

As a squad or team leader, it is your responsibility to ensure that your soldiers are familiar with all financial information provided in this booklet, and that you are prepared to assist them with any financial questions or issues they may have.

2. Soldier Responsibilities

a. Read This Guide

Use this guide to understand how your pay works, and feel free to ask questions or ask for help with pay issues.

b. Keep Your Unit Records Updated

Things to keep updated are:

- 1) Home address and phone number.
- 2) Servicemen's Group Life Insurance.
- 3) Change in dependency- marriage, divorce, child support.
- 4) Current direct deposit information.

c. Keep Important Documents With You During Mobilization

Always keep copies of the following:

- 1) ALL orders issued to you.
- 2) Marriage certificate/dependent birth certificates.
- 3) Lease/mortgage (if single) - agreements between individuals (non-rent agreements) must be notarized.
- 4) All your financial documents prepared during mobilization to include all Leave and Earning Statements (LESs).
- 5) All travel vouchers and receipts submitted.
- 6) Child support and other legal documents.

Never give anybody your last copy!



d. Arrange to Pay Your Bills

While you are mobilized you are on the Reserve Pay System, DJMS-RC, which does not have the capability to issue allotments to pay your bills automatically. Use one, or a combination of the following methods to pay your bills while away from home:

1) Joint Account – Having your direct deposit check sent to a joint checking account will allow someone you trust to pay your bills.

Advantage ... An excellent means to easily pay bills and provide funds for the family.

Disadvantage ... Difficult to ensure funds are not overdrawn with two individuals separated by a distance withdrawing money out of the same account.

2) Two Separate Accounts – Send your pay direct deposit to your own individual account, and then have the financial institution transfer a pre-determined amount into another account that a person you designate (and trust) can use to pay your bills.

Advantage ... Another excellent way to pay bills and provide money for your spouse and not overdraw the account due to two individuals separated by a distance making withdrawals out of the same account.

Disadvantage ... You may have to pay two separate account maintenance fees.

3) Have your bank establish automatic payment options directly out of your checking or savings account to pay your bills.

Advantage ... Timely payment of bills and excellent accounting of your bank balance.

Disadvantage ... Your financial institution may charge a fee for this service.

4) Arrange for the company (mortgagee, utility, etc.) to debit your direct deposit account for any money you owe them.

Responsibilities



Advantage ... Another excellent way to pay bills automatically where, if the company fails to make the withdrawal as previously agreed, they cannot assess a late fee for late or non-payment (funds must be available on date of attempted withdrawal for this to be true).

Disadvantage ... If you are not due pay, or if your direct deposit is stopped for any reason, the company can assess a late fee and the financial institution can assess an insufficient funds fee. Also, if the payment is not the same amount each month, you may not know how much the company withdrew until you can check your account information at the bank or the company.

e. Obtaining Cash While Deployed

You may have access to cash either through the use of an automated teller machine (ATM) or check cashing facilities. You must be prepared for either option.

- 1) Obtain an ATM card for your checking account.
- 2) Bring checks.
- 3) You may receive a Casual Pay (CP), which is designed to give soldiers money earned on an entitlement that has yet to be paid. If you receive a CP, the entire amount will be collected from your next available pay. Ideally, the entitlement will pay at the same time the CP is deducted so that you are not short pay for the pay period.

f. Get Your Legal Affairs In Order

- 1) Consult with your unit legal advisor concerning any requirements you may have and obtain any needed general or special powers of attorney. A special power of attorney is required for the Savings Deposit Program (must specify).
- 2) Understand the Soldiers and Sailors Relief Act. You may be able to temporarily reduce interest rates on mortgages and other debts.

g. Use MyPay

This Web-based system provides the ability to do the following:



- 1) View your LES.
- 2) Change your federal and state tax options.
- 3) Change your direct deposit financial institution.
- 4) After 7 May 04, you can designate a separate bank account for direct deposit travel payments.
- 5) Change the address for all your pay correspondence.

h. Enroll in MyPay

1) To register online, go to the MyPay website and select NEW PIN under the NEED A NEW PIN option. Within 10 business days, a randomly numbered temporary PIN for your account will be mailed to your address currently contained in the pay system.

2) If your request is faxed or mailed, your temporary PIN will be set to the last five numbers of your SSN. You will not be notified when the PIN is set. If faxed, wait 2 business days before attempting to use your temporary PIN (allow additional time if you mailed your request).

To register, fax or mail the following information to DFAS:

Name

SSN

Copy of your government photo ID

Daytime phone number

Signature

Fax to: (216) 522-5800 or

Mail to: DFAS-Cleveland/PMCAA

Attention: MyPay

1240 East 9th Street

Cleveland, Ohio 44199

NEVER SHARE YOUR MYPAY PIN NUMBER WITH ANYONE!

If someone else gets your PIN, they can change payment options to include where your military pay is sent.

Responsibilities



i. Reset MyPay PIN Online

1) If your PIN is suspended, enter your SSN where indicated and any 4-8 numeric digits in the PIN field once. Follow the screen instructions to establish a new customized PIN by entering the desired new PIN twice and by correctly responding to the identity validation questions.

2) If your PIN is not suspended, but you do not remember the PIN, enter any 4-8 numeric digits in the PIN field three (3) times. This will suspend the account. Follow the screen instructions on how to establish a new customized PIN online. You must enter the desired new PIN twice and correctly respond to the identity validation questions.

For more guidance, check the MyPay website at:

<https://mypay.dfas.mil/mypay.aspx>

j. Establish an Army Knowledge Online (AKO) Account

Contingency Travel, located at the Defense Finance and Accounting Service Center (DFAS) in Indianapolis, Indiana, processes all travel vouchers for soldiers mobilized in support of contingency operations. Notification of travel voucher payments, problems or rejections are sent via email to your AKO account.

Further information about establishing an AKO account can be found at:

https://www.us.army.mil/portal/portal_home.ihtml



1. ARNG Soldier Status

a. Traditional Title 32 Army National Guard Soldier (M-day soldier)

A traditional Title 32 soldier is one who serves in the ARNG part-time. The typical obligation is to train one weekend a month and participate in 15 days annual training (AT) each year. A traditional Guardsman is placed in a Title 10 active duty status when mobilized.

b. Active Guard and Reserve (AGR)

AGR soldiers are full-time military National Guard staff within the state that support the National Guard, even when the units are not mobilized. They are on Title 32 active duty. AGRs are transferred from Title 32 active duty status to Title 10 active duty status when mobilized.

c. ARNG Technicians

ARNG technicians are federal civilian employees where a condition of their employment is that they must also be members of the ARNG. Technicians are required to wear their uniform at work and have the same obligation as the traditional Title 32 M-day soldier to train one weekend a month and participate in 15 days annual training (AT) each year. Technicians are not on active duty unless they are placed on orders. They are placed in Title 10 status when mobilized.

2. Pay Systems

The following are the different pay systems that support the ARNG:

a. Defense Joint Military Pay System-Active Component (DJMS-AC)

This system is used to pay Active Army and AGR soldiers. DJMS-RC supports allotments of pay. Once loaded onto this system, a soldier automatically is paid every month until separation. Pay dates are the 1st and 15th of the month. A LES is generated for each pay date. If payday falls on a weekend or federal holiday, then payday is the last business day prior to the 1st or the 15th.

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b. Defense Joint Military Pay System-Reserve Component (DJMS-RC)

This system is used to pay traditional (Title 32) ARNG soldiers (to include National Guard technicians) for weekend training, AT, and all other periods of active duty to include mobilization. Unlike DJMS-AC, some type of transaction must be input in order for the system to generate pay. This system does not support allotments of pay.

There are multiple (up to eight or nine) pay dates each month. Each payment generates a separate LES that contains the information that applies to the specific payment. Unlike DJMS-AC, there is not a summary LES for the month. Under mobilization, there will typically be a mid-month and end-of-month LES generated for the 1st and 15th pay dates. If payday falls on a weekend or federal holiday, then payday is the last business day prior to the 1st or the 15th. If a new entitlement begins, or a one-time payment or adjustment is entered for a pay date other than the 1st or 15th of the month, there will be another LES generated for that payment alone. This payment will not be reflected on the 1st or 15th LES.

For example:

<u>Transaction Date</u>	<u>Transaction</u>	<u>LES Generated</u>
1 Oct	Mobilized	NO
15 Oct	Mid-month pay	YES
1 Nov	End-of-month pay	YES
15 Nov	Mid-month pay	YES
17 Nov	Back Pay for BAH input	YES
1 Dec	End-of-month pay	YES

In the above example, there were three LESs in November. To get an accurate picture of what you have been paid, you need to have every LES generated. Make sure you save copies of all LESs received during mobilization.

3. Pay and Allowances

Military pay and allowances are established by law. Congress votes annually on types of pay and amounts. You should be familiar with the types of pay you are entitled to during mobilization. Here are some sources of information:

Military Pay Information



a. Department of Defense Financial Management Regulation Volume 7A, Military Pay Policy and Procedures- Active Duty and Reserve Pay (DODFMR Vol. 7A)

This regulation outlines the rules for military pay and entitlements and can be found online at:

<http://www.dod.mil/comptroller/fmr/>

b. Current and past pay scales

<http://www.dfas.mil/>

c. LES defined at Appendix A.

4. Base Pay

Your pay is based on your current pay grade and years of service as reflected in DJMS. Base pay is taxable unless you are eligible for the Combat Zone Tax Exclusion. During mobilization, base pay is paid based on a 30-day month. Payments for the first and last month of mobilization are based on the actual days the soldier is on active duty.

5. Entitlements

You will be entitled to certain pays based on your status in various categories as described below:

a. Basic Allowance for Housing (BAH)

Traditionally, BAH is the single largest cause of pay problems. It is critical that you have copies of all documents pertaining to dependency, leases/mortgages, and court documents. BAH is based on your current pay grade and zip code of the residence you maintained at the time of mobilization. BAH is not taxable. There are several types of BAH you could receive, based on your individual circumstance. DA Form 5960 is the certifying document which is based on substantiating documents as listed below:

- 1) Married Soldier- BAH With Dependents.
- 2) Soldier Married to Soldier, No Dependents - BAH Without Dependents (marriage certificate).

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- 3) Soldier Married to Soldier, With Dependents - One soldier receives BAH With Dependents and one soldier receives BAH Without Dependents (childbirth certificate).
- 4) Single Soldier, maintaining residence during Mobilization (as of mobilization date) BAH Without Dependents (requires lease/mortgage documents).
- 5) Single Soldier, not maintaining residence during mobilization (as of mobilization date) - Partial BAH.
- 6) Single Soldier Paying Child Support- BAH based on 4 or 5 above and BAH Differential (Requires court documents).
- 7) Single Soldier with Dependent Child- BAH With Dependents (Requires court documents).
- 8) Soldier with Dependent Spouse or Child in Military Housing - No entitlement to BAH. This situation usually happens when a mobilized soldier is married to an Active Component soldier.

b. Basic Allowance for Subsistence (BAS)

BAS is paid on a monthly basis. Mobilized soldiers receive the standard rate of BAS. BAS is not taxable. Your order stating that meals are provided will be the substantiating document.

**ARNG AGR soldiers only- Your BAS rate will be reduced from a Rations in kind not available (RNA) rate to a standard rate (SR) rate effective your date of mobilization.*

c. Family Separation Allowance (FSA)

FSA is paid on a monthly basis and begins accruing 30 days after separation from your family. Partial months at the beginning and end of the entitlement period are prorated. FSA is not taxable. FSA is payable based on a qualifying dependent upon mobilization, or after 30 days separation after acquiring an eligible dependent. DD Form 1561 is the substantiating document.

d. Hostile Fire Pay/Imminent Danger Pay (HFP/IDP)

HFP/IDP is paid on a monthly basis. To receive HFP/IDP, you must be physically on duty in a location designated as a HFP/IDP area.

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e. Hardship Duty Pay for Location Assignment (HDP-L)

HDP-L is payable to soldiers who are performing duty in designated hostile fire eligible locations for periods of over 30 days. The maximum HDP-L pay anyone can receive in one month is \$150.00.

f. CONUS (Continental United States) and OCONUS (Outside Continental United States) Cost of Living Allowance (COLA)

Mobilized soldiers may be eligible for either CONUS COLA, or OCONUS COLA if their primary residence is located in a designated high cost of living area where COLA is authorized. Soldiers mobilized in support of contingency operations are not required to be on active duty orders for at least 20 weeks in order to receive COLA. In order to be eligible for COLA, shipment of household goods (HHGs) must not be authorized as is true with temporary change of station (TCS) orders. Both CONUS and OCONUS COLA begin on the date the soldier is authorized BAH.

g. Overseas Housing Allowance (OHA)

Soldiers, whose primary residence is OCONUS when mobilized, may be entitled to OHA dependent on the primary residence location.

h. Clothing Maintenance Allowance (CMA)

Mobilized soldiers do not accrue CMA for the first 6 months of active duty (AD) (you were issued uniforms). Unless you are receiving your clothing bag items at no cost, you begin accruing CMA monthly at month 7 until you are released from AD. Payment will be made at month 12 of continuous AD or at the end of your tour (if less than 12 months). If you are on AD for more than 12 months, you will be paid at the end of your first year of mobilization, and you will be paid again for any additional accruals after the first year upon release from AD.

i. Additional Officer Uniform Allowance

Officers that are placed on one or more orders for continuous AD of more than 90 days are entitled to a \$200.00 additional officer uniform allowance as long as it has been less than 2 years and the initial uniform allowance was less than \$400.00 or they meet both of the following limitations:

- 1) There must be a 2-year period since payment of the initial uniform allowance during which the

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officer did not serve on one or more AD orders for over 90 consecutive days during that period, or if it has been less than 2 years since.

2) There must be a 2-year period since payment of the last additional uniform allowance during which the officer did not serve on one or more AD orders for over 90 consecutive days during that period.

6. Special/Incentive Pays

There are several types of Special/Incentive Pays with different requirements. Some are based on skill qualifications and some are based on duty positions. Further guidance on Special/Incentive Pays can be found in the DODFMR Vol. 7A.

7. Combat Zone Tax Exclusion (CZTE)

While in a designated HFP/IDP location, you may be entitled to the CZTE. This exclusion allows for all or part of Base Pay, HFP, and all other taxable wages to be tax exempt for all soldiers. There are no limitations for enlisted and warrant officers, while the tax exempt portion of base pay for officers cannot be more than the base pay equivalent to that earned by the Sergeant Major of the Army. HFP is tax exempt for all ranks. You will be refunded taxes withheld while in CZTE the month following the month of withholding (i.e. taxes that are withheld from October entitlements will be refunded in November).

8. Bonus Entitlement

Bonus entitlements are the same while mobilized as they are prior to mobilization with one exception. Bonus payments that are earned through a reenlistment or extension that occurs in a month during which Combat Zone or Hazardous Duty Pay are non-taxable, then any present and future installment payments on that specific bonus are non-taxable.

9. Thrift Savings Plan (TSP)

The Thrift Savings Plan (TSP) is a Federal Government sponsored retirement savings and investment plan that is similar to a corporate "401(k)" plan, providing the same type of savings and tax benefits. The soldier elects to invest in one of five TSP funds up to a certain percentage of base, incentive and/or special (to include

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bonus) pay. The various fund options earn income on the investment providing a pool of money that the soldier can later withdraw to supplement their retirement income. TSP regulations are published in title 5 of the Code of Federal Regulations, Parts 1600 to 1690, and are periodically supplemented and amended in the Federal Register.

You may already participate in the TSP, or you may elect to do so once mobilized. If you already participate, understand that the full percentage indicated will be taken out of the pay you receive while mobilized. For example, an aviator that has elected to have 100% of incentive pay deducted and applied toward the TSP account will have \$112.00 deducted from his/her pay for a training weekend, but will have \$840.00 deducted from pay when mobilized. You may change the amount of contribution when you mobilize.

TSP savings based on earnings while entitled to CZTE will be non-taxable when withdrawn at retirement. Interest income earned on all savings is taxable.

For more information regarding the TSP program, visit:

www.tsp.gov

10. Savings Deposit Program (SDP)

Mobilized soldiers who are deployed overseas on a contingency operation, and have been serving in a combat zone or in support of a combat zone for at least 30 consecutive days or at least one day for 3 consecutive months, and are entitled to HFP may participate in the SDP. The program allows the service member to deposit with their servicing finance office, by cash or check, up to \$10,000 per year of their total unallotted current pay and allowances. The savings account earns 10% interest per annum. Enrollment terminates 90 days after the soldier is no longer entitled to HFP. To begin or disenroll in the SDP while still deployed, contact your local finance office. Remember to keep all the receipts given to you by the finance office for your deposits. At program termination, or in certain emergency situations, soldiers may withdraw money from their SDP by submitting a request by fax to:

(216) 522-6924 or DSN 580-6924

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Include your name, SSN and EFT (*Electronic Funds Transfer*) information and the amount you wish to withdraw in the fax or email.

For any questions you may have concerning the SDP, contact the SDP office in DFAS-Cleveland at (800) 624-7368.

** A recent policy change allows a soldier to give a "Special Power of Attorney" to somebody to make deposits and withdrawals on their behalf.*

11. Dependent Support Allotment

DJMS-RC does not allow allotments. However, soldiers may request a dependent support allotment for dependents that do not have access to the soldier's funds. Provide a memorandum, approved by your commander, requesting the allotment. The mobilization site will fax the memorandum to DFAS-Cleveland, Office of the General Counsel, to initiate the allotment. The allotment will appear on your LES as a garnishment. You must request the garnishment be stopped when you out-process finance upon demobilization.

12. Leave

Soldiers on AD accrue 2.5 days of leave per month while mobilized. You may or may not be able to take all accrued leave while on AD. Any accrued leave will be paid to the soldier upon demobilization at the rate of 1 day of base pay for each day of accrued leave (minus taxes). Accrued leave paid during current contingency operations does not count against the career maximum limit of 60 days leave sold.

Accrued leave earned in the CZTE is non-taxable when used or sold. Also, DJMS-RC now records leave so any DA Form 31 must be turned in to finance for recording. Be sure to file a copy of your DA Form 31 with your accrual voucher in the month the leave is taken.

It is to your benefit to take transition leave at the end of your mobilization rather than to sell leave. While on transition leave, you earn all entitlements to include base pay, BAS (SR), and BAH, plus you earn retirement points. When you sell leave you only receive base pay.



1. Travel Pay Is Important

All travel advance requests and travel vouchers for soldiers mobilized in support of contingency operations (Operations Noble Eagle, Enduring Freedom, Iraqi Freedom, SFOR and KFOR (Bosnia and Kosovo), and other contingency operations as assigned) are processed by Contingency Travel located at the Defense Finance and Accounting Service Center, (DFAS) Indianapolis, Indiana. Untimely or improper payment of travel entitlements due to incomplete or incorrect travel vouchers is one of the biggest problems facing soldiers during mobilization. Following the instructions that are provided in this chapter will eliminate most of these problems. Following is a list (in order of most common to least common) of the reasons a travel voucher is rejected:

a. Missing Orders

Every time you change a duty location you **MUST** have an order sending you to the new location. This is true for temporary duty (TDY) as well as permanent change of duty locations. The orders you will see are:

- 1) Mobilization Order
- 2) TCS Order
- 3) TDY Order
- 4) Release from Active Duty (REFRAD) Order
(order separating you from AD and returning you to the ARNG)

b. Incorrect/Incomplete DD Form 1351-2

- 1) Blank Itinerary
- 2) Incomplete/Partial Itinerary
- 3) Itinerary and Order Do Not Match
- 4) Illegible Voucher
- 5) Missing Statements of Nonavailability (SNA)
*If meals and/or lodging are not available, and your orders do not state that meals and/or lodging are not available, you **MUST** have a Statement of Nonavailability in order to be paid the entitlement.*
- 6) No Reviewer or Traveler Signature



- c. Missing DD Form 214 or Order Separating You from AD and Reassigning you to the ARNG**
This is for the final travel settlement only.

2. Travel Advances

There are three ways to pay for your expenses up front:

a. Out of Pocket

b. Travel Advance

Travel advances are limited to 100% of lodging and miscellaneous expenses (i.e., rental car) and 80% of meals and incidental expenses (M&IE). To request a travel advance, you should fax or mail a copy of your orders and include a cover sheet with name, address, and current phone number to Contingency Travel. Normally, travel advances are processed by Contingency Travel within 72 hours upon receipt and are sent to the same EFT as your travel settlements, which may be your military pay account, or another account you had provided the servicing travel office.

1) Fax Numbers

COM: (317) 510-4351 or (317) 510-3966
DSN: 699-4351 or 699-3966

2) Mailing Address

DFAS-IN/Contingency Operations Travel
Dept. 3900
8899 East 56th Street
Indianapolis, IN 46249-3900

You are encouraged to use a Travel Advance Request Sheet (Example at Appendix B). Under Contingency Operations, government sponsored travel charge cardholders are entitled to Travel Advances rather than using the travel charge card.

c. Government Travel Card

Due to the complexities of travel requirements and filing travel vouchers, Department of the Army (DA) discourages the use of the travel charge card in support of Contingency Operations. If you must use the travel charge card in support of Contingency Operations, you must have your agency program coordinator (APC) activate your card and obtain your authorized advance amount using an ATM.

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Additional information on obtaining and using a government travel charge card can be found in Chapter 6.

3. Travel Vouchers

You may be entitled to travel or per diem pay while mobilized. If you perform official government travel on travel orders, you would be authorized reimbursement of specific expenses for the period of time you are in a (TDY) Status. You may also be entitled to per diem based on your duty location on TCS orders. To receive payment in either status, you must submit DD Form 1351-2 (Travel Voucher).

a. Types of Travel Vouchers

There are five basic types of travel vouchers you may file:

- 1) TDY Voucher - This claim is filed based on a specific TDY order covering a period of time of less than 45 days where the soldier is not filing accrual vouchers. If you are filing monthly accrual vouchers, include your TDY request for reimbursement on the accrual vouchers. TDY vouchers are to be filed within 5 business days of completion of TDY travel.
- 2) Supplemental Travel Voucher - If a paid travel voucher does not include all entitlements, the soldier must submit a supplemental travel voucher to obtain any remaining money owed. Documents to submit include:
 - a) A DD Form 1351-2 marked **SUPPLEMENTAL**. Provide a full explanation of the item(s) of expense in question on the revised DD1351-2 or on a separate sheet of paper.
 - b) A copy of the Advice of Payment voucher in question.
 - c) A copy of the initial DD Form 1351-2 and continuation sheets.
 - d) One copy of the orders and amendments.

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e) A copy of all supporting documentation applicable to the claim. If not available, provide a written statement attesting to the accuracy of items claimed for which you do not have a receipt. Statements should reflect, as a minimum, the same information that would have been on the receipt had it been available.

3) Initial Travel Voucher - All mobilized soldiers will file an initial travel voucher at the mobilization station. This is the first claim filed where a soldier claims travel entitlements earned to date. If the soldier is entitled to per diem, he/she will then begin filing accrual vouchers as defined in 4) below.

4) Accrual Voucher - Most mobilized soldiers that are not mobilized within commuting distance of their Home of Record (HOR) will file monthly accrual vouchers. This claim is for periods of travel or per diem entitlement of 45 days or longer in duration. Accrual claims are typically filed every 30 days beginning with 30 days after the initial travel voucher. Soldiers who have government quarters and meals provided may opt to file for the incidental portion of their per diem entitlement on a quarterly, semi-annual or annual basis since the amount due the soldier is nominal. If a soldier that is filing accrual vouchers for per diem also goes TDY during the month, the TDY entitlement should be claimed on the monthly accrual voucher. The itinerary on the DD Form 1351-2 will include the TDY period. Do not file separate TDY vouchers when you are filing accrual vouchers. Documents that must accompany accrual vouchers include:

a) Original or one copy of DD 1351-2 form marked "ACCRUAL".

b) Orders (Mobilization, TCS and TDY when applicable).

c) Lodging receipts (if applicable).

d) Rental Car Receipts (if applicable). Rental car must be authorized in the order.

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- e) Any receipts for expenses of \$75.00 or more.
- 5) Final Settlement Voucher - This claim is the final travel settlement paid by the Mobilization Station when the soldier is demobilized. Documents that should be attached to support the final settlement voucher include:
 - a) All Mobilization Orders (Mobilization & TCS with attachments, endorsements, etc). *Note: Unless specified in the TCS orders, shipments of HHGs are not authorized.*
 - b) All TDY Orders (i.e. 1610s, Format 400 orders).
 - c) Demobilization Orders (REFRAD or DD214).
 - d) All Previous Accruals/Advances Received from Overseas Finance Offices (Non-submission of previous payment data will result in delays of payment).
 - e) Receipts for all lodging, regardless of amount.
 - f) All receipts for expenses incurred for \$75.00 and over.
 - g) All DA Form 31 leave forms.
 - h) Statement of Non-Availability/Control Number for Commercial Quarters (i.e. hotel) (if applicable).
 - i) Claims for postage reimbursement (if applicable) must be authorized in the order and the receipt must be attached to the travel voucher. All postage claims for items mailed on TCS orders must have an authorization/memorandum from local transportation office.
 - j) Rental car reimbursement (if applicable) must be authorized in the orders and a copy of the paid rental receipt and contract must be attached to the voucher.

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k) Proportional or Commercial Meals (if applicable) must have an endorsement to TCS orders from the gaining command overseas or the assigned CONUS installation. Memorandums are NOT acceptable for reimbursement of meals unless approved by the installation commander.

Note: Unless specifically authorized on the order, a mobilized ARNG soldier IS NOT authorized shipment of HHGs on a TCS order.

4. Mandatory Split Disbursement

Travel charge cardholders that use their travel card in support of official government travel must pay the travel card contract bank by selecting "Split Disbursement" in Block 1 on the DD Form 1351-2. The traveler must indicate how much of the travel settlement is to be paid to the bank (keep track of charge card receipts when traveling). The traveler must also mark EFT in Block 1 to ensure the remaining balance is deposited in a bank account. The soldier must have a direct deposit (EFT) relationship with a financial institution in order to select split disbursement.

Example: Traveler is due \$725 in official travel reimbursement and elects to send the government charge card a split disbursement to pay the \$600 charged on the DOD traveler's government charge card for hotels, meals, and rental car expense. In the travel voucher mark both "Electronic Fund Transfer (EFT)" and "Split Disbursement: Amount to Government Travel Charge Card **\$600.**" The remaining \$125 reimbursement is sent via EFT to either your pay account or to the account indicated on the attached SF1199 Direct Deposit Form or on the voided check.



5. Travel Voucher Submission

The quickest means to submit a travel voucher is to fax it to the below fax number. You may also mail the voucher to the address provided below.

a. Fax Numbers

COM: (317) 510-4351 or (317) 510-3966

DSN: 699-4351 or 699-3966

b. Mailing Address

DFAS-IN/Contingency Operations Travel

Dept. 3900

8899 East 56th Street

Indianapolis, IN 46249-3900

Questions concerning entitlements and voucher completion can be directed to the Operation Joint Forge/Contingency Operations Travel Division at 1-888 DFAS-DNO (1-888-332-7366) (follow prompts) or DSN 699-0300.



1. Travel Charge Card Application

In order to apply for a government travel charge card, you complete the following and forward all required documents to the responsible APC. This is normally the Active Component APC for the higher headquarters your unit is assigned to while mobilized.

- a. Complete Cardholder Training** - This training may be online or locally developed cardholder training. The training certificate or memorandum must accompany the application.
- b. Statement of Understanding** - The applicant must read and sign the Statement of Understanding and submit it with the bank credit card application.
- c. Cardholder Agreement** - The bank cardholder agreement must be completed.

2. Using the Government Travel Charge Card

a. When and How to Use The Card

While (HQDA) *Headquarters, Department of the Army* discourages the use of travel charge cards in support of contingency operations, you may have to use the card to pay travel expenses in support of official government travel. All charges made to the travel charge card should be paid in-full using split disbursement on the travel voucher. To ensure proper use of the card and timely payments of amounts owed the contract bank, ensure you observe the following rules:

- 1) Safeguard your card and do not store your PIN number with the card.
- 2) Know who your unit (*Point of Contact*) POC or APC (*ARNG Program Coordinator*) is for the card.
- 3) Seek assistance early for problems and/or questions.

Government Travel Charge Card



- 4) File your travel claim in a timely manner.
- 5) Pay the entire amount owed the bank, using the split disbursement option on your DD Form 1351-2 (**Mandatory**).

b. Things You Are Not Authorized to Charge to the Travel Charge Card

The card is only to be used for official government travel related reimbursable expenses. The travel charge card **IS NOT** a business expense card, so do not try to use it as one. All charges placed on your card are monitored to ensure compliance. The following are examples of items that you **CANNOT** purchase using the travel charge card:

- 1) Never use the card to pay for another individual's travel expenses.
- 2) Do not exceed the amount you will be reimbursed. Keep track of all charges.
- 3) Uniform items
- 4) Prescriptions
- 5) School supplies
- 6) Distance learning fees
- 7) Personal automobile repairs (even when POV is authorized).
- 8) Membership dues
- 9) Purchases at drinking establishments.
- 10) Stereos

c. Authorized charges on your Government Travel Card are:

- 1) Lodging
- 2) Rental car



- 3) Meals
- 4) Parking
- 5) Gasoline
- 6) ATM advances
- 7) Other miscellaneous travel expenses directly related to travel in performance of the TDY mission and authorized for reimbursement.

3. Protecting Yourself Against Credit Card Fraud

Criminal elements have produced very deceptive means to obtain your government and personal credit card information. Protect yourself from fraud. **NEVER** give your credit card information to anyone that contacts you. The credit card bank knows what your credit card information is and would not be contacting you to obtain the information. Some examples of credit card fraud include:

- a. Someone calls saying that your account has had several charges on it that appear to have been made by someone other than you, and they need your account number to verify that information. Again, the bank knows your account and personal information.
- b. You are sent an email stating that, for security reasons, the bank is closing your account and opening a new, more secure account and they want you to log on to a website to verify your account information. The website looks official, and the questions you will answer will give the thief all the information needed to steal your account and use it.

If you are contacted by phone, letter, fax or email, by someone claiming to work for the credit card bank, and they are asking for personal information (they may have the account number and all they need is your address) or account information, don't give it to them. Take down whatever information you can get (name, phone number, department, and location) and call the 1-800 number on the back of your travel charge card. Customer Service can confirm whether or not the individual or company that contacted you is affiliated with the bank.



4. Paying the Travel Charge Card Bill

Failure to pay your bill, causing the account to become delinquent, may result in Credit Bureau notification and disciplinary action by your chain of command. Use split disbursement to pay the bill in full each time you travel and file a travel voucher. If you charge more than authorized on the travel reimbursement, first realize that you spent more than you should have while on travel. Secondly, you must pay any remaining balance out of your personal funds by the payment due date on the statement.

The bottom line is - *use the card for authorized charges only and pay the bill on time!*

Chapter 5

The Mobilization/ Demobilization Process



There are several stages to the mobilization/demobilization process. It is essential that you know what the phases are, what finance actions will take place, and who is responsible for each phase.

1. Home Station Processing

Your state will conduct a Soldier Readiness Processing (SRP) check for your unit at home station. During the SRP, you will be inprocessed onto active duty. One station will have finance personnel from your United States Property and Fiscal Office (USPFO) who will review your pay account and ensure you are being properly paid all entitlements based on your supporting documentation. It is critical that you have copies of **ALL** the following documentation with you:

- a. SF 1199A Direct Deposit Form** (obtained from your financial institution, your unit or finance office) Used to establish a direct deposit account or to change an account, if necessary.
- b. TD Form IRS W-4 and State Tax Withholding Document** (provided by your unit or finance office) Only required if you wish to change your federal or state tax filing status or to change the number of dependents.
- c. DA Form 5960** (provided by your unit) BAH authorization and substantiating documents.
- d. DA Form 4187** (provided by your unit) for CONUS/OCONUS COLA.
- e. SGLV Form 8286 SGLI/Family SGLI 8286A** You must complete the SGLV Form 8286 (provided by the unit or during the SRP) upon mobilization to indicate whether you accept or decline SGLI coverage.
- f. DD Form 1561** (provided by your unit) for Family Separation Allowance.
- g. DD Form 2367** (provided by your unit) to support OHA.
- h. Orders supporting any special or incentive pays.**

You have the ultimate responsibility to ensure that you have with you all required documents. This process will be smooth if you kept all your documents updated at your unit.



2. Mobilization Station Processing

You will continue inprocessing at the mobilization station. Their finance personnel will review your finance records again, and check your pay account to make sure that all your entitlements were started by the USPFO. You have an opportunity at this station to make corrections to your pay.

3. Deployment Site

This is where you will be performing your mission. You may move to more than one deployment site while mobilized. While at your deployment site, if you have any pay problems, make your first-line supervisor aware of your problems and seek assistance from your unit administrative staff. Most units have a soldier assigned to act as a liaison between you and the servicing finance office. The Active Army servicing finance office is responsible for monitoring your pay to ensure all authorized entitlements are paid in a timely manner, to include theater specific entitlements. If you have a pay problem that does not get resolved, you must involve your chain of command.

4. Demobilization Station Processing

You will be released from active duty (REFRAD), and reassessed into the ARNG at the demobilization station. Be sure to have copies of all documents that authorized your entitlements, to include all pay and travel documents received while mobilized. Your pay account will be reviewed for accuracy, and any required adjustments will be made. If you have any unresolved pay problems, this is the time to resolve them. Be sure you outprocess through Finance and Personnel. The time spent properly outprocessing will ensure the proper and timely payment of entitlements and help to avoid errors resulting in future debts.

Final Thoughts



Paying you in a timely and efficient manner requires coordinated actions among several offices. All soldiers have a basic responsibility to do everything they can to ensure that their pay is correct. As an ARNG soldier, keep in mind:

Be prepared
Prepare your family
Maintain your military bearing

Your job as a Citizen Soldier is very important. Our country is grateful to you and your family for the hardships and sacrifices you endure while mobilized. As Finance soldiers, we pledge to provide timely and efficient pay services to you, and superb customer service.

Go Guard!



Appendix A



Leave and Earnings Statement (LES)

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT																															
ID		NAME (LAST, FIRST, MI)		SERV NO		GRADE		PAY RATE		VET GRA		PTS		BRANCH		COMPONENT		PROMOTION CODE													
ENTITLEMENTS				DEDUCTIONS				ALLOTMENTS				SUMMARY																			
TYPE		AMOUNT		TYPE		AMOUNT		TYPE		AMOUNT		SUMMARY		AMOUNT		SUMMARY		AMOUNT		SUMMARY		AMOUNT		SUMMARY		AMOUNT		SUMMARY			
10				11				12				13				14				15				16				17			
TOTAL		30		31		32		33		34		35		36		37		38		39		40		41		42		43		44	
LEAVE		35		36		37		38		39		40		41		42		43		44		45		46		47		48		49	
DCA TAXES		50		51		52		53		54		55		56		57		58		59		60		61		62		63		64	
PAY DATA		65		66		67		68		69		70		71		72		73		74		75		76		77		78		79	
Theft		80		81		82		83		84		85		86		87		88		89		90		91		92		93		94	
Barings		95		96		97		98		99		100		101		102		103		104		105		106		107		108		109	
Plan		110		111		112		113		114		115		116		117		118		119		120		121		122		123		124	
YTD		74		75		76		77		78		79		80		81		82		83		84		85		86		87		88	
REMARKS		YTD ENTITLE		YTD DEDUCT		YTD PAY		YTD TAXES		YTD ALLOT		YTD SUMMARY		YTD AMOUNT		YTD SUMMARY		YTD AMOUNT		YTD SUMMARY		YTD AMOUNT		YTD SUMMARY		YTD AMOUNT		YTD SUMMARY		YTD AMOUNT	
76		77		78		79		80		81		82		83		84		85		86		87		88		89		90		91	

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DDAF Form 765, Jan 01

Appendix A



LES Explanation of Terms

Field	Title	Explanation
1	NAME	Pay account holder
2	SOC.SEC.NO.	Social Security Number
3	GRADE	Current pay grade
4	PAY DATE	Date entered service
5	YRS SVC.	Years of credible service for pay
6	ETS	Expiration Term of Service
7	BRANCH	Branch of Service
8	ADSN/DSSN	Your servicing finance office
9	PERIOD COVERED	Days included in the pay
10	ENTITLEMENTS	List of pay entitlements paid
11	DEDUCTIONS	List of deductions from your pay
12	ALLOTMENTS	Mobilized ARNG soldiers cannot have allotments deducted from pay
13	AMT FWD	The amount of all unpaid pay and allowances due from prior LES
14	TOT ENT	The figure from field 20 that is the total of all entitlements
15	TOT DED	The figure from field 21 that is the total of all deductions
16	TOT ALMT	ARNG soldiers cannot have allotments deducted from pay
17	NET AMT	The dollar total of all unpaid pay and allowances minus deductions
18	CR FWD	Unpaid pay and allowances due to reflect on next LES as AMT FWD
19	EOM PAY	The amount paid on that specific payday
20	TOTAL	Column totals for entitlements
21	TOTAL	Column totals for deductions
22	TOTAL	Column totals for allotments
23	DIEMS	Not used for ARNG
24	RET PLAN	Not used for ARNG

Appendix A



Field	Title	Explanation
25	BF BAL	Leave balance carried forward from prior fiscal year
26	ERND	Leave earned during the current fiscal year
27	USED	Leave used during the current fiscal year
28	CR BAL	Leave balance as of the end of the current LES period
29	ETS BAL	The projected leave balance at ETS (if no leave used)
30	LV LOST	The number of days leave lost
31	LV PAID	The number of days leave paid for during career
32	USE/LOSE	The projected number of days you will accrue during the current tour
33	WAGE PERIOD	The amount of money earned this LES subject to federal taxes
34	WAGE YTD	The amount of money earned year to date subject to federal taxes
35	M/S	The marital status claimed for federal tax purposes
36	EX	The number of exemptions used to compute federal taxes
37	ADD'L TAX	The amount of additional taxes withheld per soldier instructions
38	TAX YTD	The cumulative total of federal tax withheld throughout the calendar year
39	WAGE PERIOD	The amount of money earned this LES subject to FICA
40	SOC WAGE YTD	The wages earned year to date that are subject to FICA
41	SOC TAX YTD	Cumulative total of FICA withheld throughout the calendar year
42	MED WAGE YTD	The wages earned year to date that are subject to Medicare
43	MED TAX YTD	Cumulative total of Medicare taxes paid to date
44	ST	State that soldier claims for state taxes

Appendix A



Field	Title	Explanation
45	WAGE PERIOD	The amount of money earned this LES subject to state tax
46	WAGE YTD	The money earned year to date subject to state tax
47	M/S	The marital status claimed for state tax purposes
48	EX	The number of exemptions used to compute state taxes
49	TAX YTD	The cumulative total of state taxes withheld during the calendar year
50	BAQ TYPE	The type of BAQ received W/O DEP- Member without dependents W DEP- Member with Dependents WDAGQT- Member with dependents assigned government quarters
51	BAQ DEPN	Type of Dependent claimed for BAQ purposes
52	VHA ZIP	The zip code used to compute VHA
53	RENT AMT	Not used
54	SHARE	Not used
55	STAT	Not used
56	JFTR	Location code which Cost of Living is paid
57	DEPNS	Not used
58	2D JFTR	Not used
59	BAS TYPE	The type of rations paid STAND- Separate Rations (blank)- Rations in Kind not available OFFIC- Officer Rations
60	CHARITY YTD	Not used
61	TPC	Type of duty Pay Group
62	PACIDN	Unit identification
63	BASE PAY RATE	The percentage of base pay elected for TSP contribution
64	BASE PAY CURRENT	The amount of base pay withheld for TSP from current pay entitlements
65	SPECIAL PAY RATE	The percentage of Special Pay elected for TSP contribution

Appendix A



Field	Title	Explanation
66	SPECIAL PAY CURRENT	The amount of Special Pay withheld for TSP contribution
67	INCENTIVE PAY RATE	Percentage of Incentive Pay withheld for TSP from current pay entitlements
68	INCENTIVE PAY CURRENT	The amount of Incentive Pay withheld for TSP from current pay entitlements
69	BONUS PAY RATE	The percentage of Bonus Pay elected towards TSP contribution
70	BONUS PAY CURRENT	The amount of Bonus Pay withheld for TSP from current pay entitlements
71		Reserved for future use
72	TSP YTD DEDUCTION	Dollar amount of TSP contributions deducted for the year
73	DEFERRED	Dollar amount of pay elected to be deferred during the tax year
74	EXEMPT	Dollar amount of TSP contributions that are reported as tax exempt to IRS
75		Reserved for future use
76	REMARKS	Notices of starts, stops, and changes to pay items
77	YTD ENTITLE	The cumulative total of all entitlements for the calendar year
78	YTD DEDUCT	The cumulative total of all deductions for the calendar year

Appendix B



Request for TDY Travel Advance

Instructions: Please complete all personal data and mark the appropriate blocks. Before an advance can be paid, your orders must read: Travel advance is authorized and traveler does not have a government charge card. If this statement is not in the orders, you must attach a signed statement from the order approving official that the traveler does not have a Government sponsored charge card. (DFAS-IN Regulation 37-1, paragraph 100602). Submit this request, one copy of your orders, any amendments, and the signed memo (if applicable) to your servicing DFAS Travel Office. If you are traveling on **Invitational Travel Orders**, you are authorized a travel advance. The amount of the advance must be **approved** by the orders approving official and included on the invitational order. The advance will be limited to the authorized amount. IAW DOD FMR Vol. 9, Chapter 5 par 0504, personnel who are not eligible for a government travel card may obtain travel advances only via EFT.

PLEASE PRINT

NAME: _____
GRADE/RANK: _____
SSN# _____

DAYTIME NUMBER (_____) _____
FAX NUMBER (_____) _____
E-MAIL _____

MAILING ADDRESS

CITY _____ STATE _____ ZIP _____

SUPERVISOR/UA'S

NAME _____
PHONE NUMBER _____

1. Are you going TDY to a Lodging Success Program (LSP) area? If so, did you call the LSP number 1-800-GOARMY1? If a room was not available, enter your LSP non-availability control number # _____. **NOTE: for Army personnel only.**

2. If TDY is **not** to a LSP location, contact your servicing government travel office (CTO) for lodging arrangements.

Appendix B



3. What will you be paying for lodging per night (not including taxes)? \$ _____ How many nights will you require lodging? _____ Will you have multiple TDY points? If yes, how many nights will you stay at each area? List the TDY points and the nightly cost of lodging at each TDY point.

4. Are you going TDY to a military installation? If yes and a room is not available through the billeting office, enter your non-availability control number _____

5. Will meals be provided for you at no cost? YES ____ NO ____ Will you be required to pay the surcharge rate for meals at a government dining facility? YES ____ NO ____

6. Is a rental car authorized on your orders? YES ____ NO ____ DAILY RATE: \$ _____ You are required to make the arrangements through a government travel office (CTO).

7. Will you be driving your privately owned vehicle (POV) to the TDY point? YES ____ NO ____ If yes, you may be limited to the cost of round-trip airfare with constructed cab fare unless the orders authorize "POV as more advantageous".

8. Will you be required to pay for a registration/conference fee? If so, how much? \$ _____ Will any meals be included in the cost of the registration/conference fee? If yes, how many? _____

9. Will you be taking leave before, during or after your TDY? If yes, what dates will you be on leave? _____

SIGNATURE AND DATE OF REQUEST

PRIVACY ACT STATEMENT: AUTHORITY: 5 USC 5701, 37 USC 404-427, and EO 9397. PRINCIPAL PURPOSE(S):

Used for reviewing, and determining the amount of an authorized travel advance. SSN is used to maintain a numerical identification system for individual requests. ROUTINE USE: To substantiate a request for advance payment for official travel. DISCLOSURE: Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed.

Appendix C



Completing A Travel Voucher

Block Instructions for DD Form 1351-2

TRAVEL VOUCHER OR SUBVOUCHER		Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PLEASE PRINT. DO NOT use pencil. If more space is needed, continue on reverse.	
1. PAYMENT <input type="checkbox"/> Electronic Funds Transfer (EFT) <input type="checkbox"/> Split Disbursement: Amount to Government Travel Charge Card Payment by Check		4. SSN a. STATE b. ZIP CODE	
2. NAME (Last, First, Middle Initial (First or last))		5. TYPE OF PAYMENT (If applicable) <input type="checkbox"/> TDY <input type="checkbox"/> Member Employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependents <input type="checkbox"/> SLN	
3. GRADE a. NUMBER AND CODE b. CITY		10. PREVIOUS GOV. EMPLOYMENT a. YES b. NO	
6. ADDRESS a. NUMBER AND STREET b. CITY		11. FOR E.O. 13526 ONLY a. S.O. VOUCHER NUMBER	
7. RAFFINE TELEPHONE NUMBER & AREA CODE		12. SUBVOUCHER NUMBER	
8. TRAVEL ORDER NUMBER		13. FOLD BY	
9. PREVIOUS GOVERNMENT PAYMENTS/ALLOWANCES		14. SUPPLEMENTAL ADDRESS OR POINT OF ORIGIN (Include Zip Code)	
15. BRANCH/UNIT AND STATION		16. SIGNATURE	
17. DEPENDENTS (If and complete as applicable) a. ACCOMPANIED b. UNACCOMPANIED c. NAME (Last, First, Middle Initial) d. RELATIONSHIP		18. SIGNATURE	

1. PAYMENT. Member must be on electronic funds (EFT) to participate in split disbursement. Split disbursement is a payment method by which you may elect to pay your official travel card bill and forward the remaining settlement dollars to your pre-designated account. For example, \$250.00 in the "Amount to Government Travel Charge Card" block means that \$250.00 of your travel settlement will be electronically sent to the charge card company. Any dollars remaining on this settlement will automatically be sent to your pre-designated account. Should you elect to send more dollars than you are entitled, "all" of the settlement will be forwarded to the charge card company. Notification: you will receive your regular monthly billing statement from the Government Travel Charge Card contractor; it will state: paid by Government, \$250.00, 0 due. If you forwarded fewer dollars than you owe, the statement will read as: paid by Government, \$250.00, \$15.00 now due. Payment by check is made to travelers only when EFT payment is not directed.

2. NAME. Last Name, First Name, MI

3. GRADE. Your current pay grade

4. SSN. Your Social Security Number

5. TYPE OF PAYMENT. Annotate "TDY"

6. ADDRESS. Your Advice of Payment (AOP) will be mailed to this address. AOP can also be viewed and printed on the MyPay website (<https://mypay.dfas.mil/mypay.asp>) Additionally, this is where your voucher will be returned if there is a problem with making payment.



7. DAYTIME TELEPHONE NUMBER

8. TRAVEL ORDER NUMBER. Annotate the original Mobilization Order Number (usually found at the top of the order). Be sure to attach a copy of ALL orders received during mobilization.

9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES. If you have received an advance on any part of the official travel that you are preparing this voucher for, annotate the dollar amount and date. Be sure to attach a copy of the AOP you received for the advance.

10. FOR D.O. USE ONLY. These blocks are used by Finance personnel only.

11. ORGANIZATION AND STATION. Annotate your unit and its location.

12. DEPENDENTS. Annotate "unaccompanied". Dependents are not authorized to accompany soldiers during mobilization.

13. DEPENDENTS ADDRESS ON RECEIPT OF ORDERS. Address of where your dependents lived when you received your mobilization orders.

14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? Annotate "No".

15. ITINERARY.

Column A.

DATE - Annotate the four-digit year on the top block. On the blocks beneath it in column a, annotate the MO/DAY of each event.

Column B.

PLACE - This is the location of the event. DEP is the line you annotate the location of your departure on. ARR is the line you annotate the location of your arrival.

Column C.

MEANS/MODE OF TRAVEL - This is a two-letter code that indicates the mode of travel used for each specific leg of the travel:

Letter 1

G	Government Transportation (No expense)
C	Commercial Transportation (Personal Expense)
P	Privately Owned Conveyance
T	GTR

Appendix C



Letter 2

A	Automobile
M	Motorcycle
B	Bus
P	Plane
R	Rail
V	Vessel

For example - If you drove your own car, the code would be PA

Column D.

REASON FOR STOP. This is a two-letter code indicating why you stopped at each location:

AD	Authorized Delay
AR	Authorized Return
AT	Awaiting Transportation
HA	Hospital Admittance
HD	Hospital Discharge
LV	Leave En Route
TD	Temporary Duty (TDY)
VR	Voluntary Return
MC	Mission Complete

Column E.

LODGING COST. Annotate the cost of lodging at each location, minus taxes (taxes will be claimed in block 18).

Column F.

POC MILES. The amount of miles from each point to the next point, if Means/Mode of Travel was PA.

Example of a completed Itinerary:

15. ITINERARY						
a. DATE	b. RACE (Home, Office, Base, Activity, City and State, City and Country, etc.)		c. MEANS: MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
2004						
10/20	HP	Gosport, Indiana	PA			
10/20	HR	NGB-Arlington, VA		TD	\$225.00	600
10/20	HP		PA			
10/20	HR	Gosport, Indiana		MC		600
	HP					

In the example above, the soldier left his home in Gosport, Indiana on 20 October, 2003. He drove his private auto 600 miles to

Appendix C



NGB-Arlington, VA, arriving on the same day. While in Arlington, his cost of lodging (minus taxes) was \$225.00. The soldier left Arlington on 23 October, 2003 in his private auto and drove 600 miles back to his home in Gosport.

				14. HAVE REMOTE BOOKS BEEN SHIPPED? YES <input type="checkbox"/> NO <input type="checkbox"/> NO change in inventory		4. COMMENTS	
26. SUMMARY a. BA (R)				5. PLACE (State, Office, Bus, Activity, City and State, City and Country, etc.)		6. SUMMARY OF PAYMENT (1) Per Diem (2) Actual Expense-Mileage (3) Mileage (4) Standard Travel (5) BLA (6) Reimbursable Expenses (7) Total (8) Less Advance (9) Amount Owed (10) Amount Due	
DCP HRS DCP HRS DCP HRS DCP HRS DCP HRS DCP HRS DCP HRS DCP HRS DCP HRS				1. MILEAGE 2. MILEAGE 3. MILEAGE 4. MILEAGE 5. MILEAGE 6. MILEAGE 7. MILEAGE 8. MILEAGE 9. MILEAGE 10. MILEAGE 11. MILEAGE 12. MILEAGE 13. MILEAGE 14. MILEAGE 15. MILEAGE 16. MILEAGE 17. MILEAGE 18. MILEAGE 19. MILEAGE 20. MILEAGE 21. MILEAGE 22. MILEAGE 23. MILEAGE 24. MILEAGE 25. MILEAGE 26. MILEAGE 27. MILEAGE 28. MILEAGE 29. MILEAGE 30. MILEAGE 31. MILEAGE 32. MILEAGE 33. MILEAGE 34. MILEAGE 35. MILEAGE 36. MILEAGE 37. MILEAGE 38. MILEAGE 39. MILEAGE 40. MILEAGE 41. MILEAGE 42. MILEAGE 43. MILEAGE 44. MILEAGE 45. MILEAGE 46. MILEAGE 47. MILEAGE 48. MILEAGE 49. MILEAGE 50. MILEAGE 51. MILEAGE 52. MILEAGE 53. MILEAGE 54. MILEAGE 55. MILEAGE 56. MILEAGE 57. MILEAGE 58. MILEAGE 59. MILEAGE 60. MILEAGE 61. MILEAGE 62. MILEAGE 63. MILEAGE 64. MILEAGE 65. MILEAGE 66. MILEAGE 67. MILEAGE 68. MILEAGE 69. MILEAGE 70. MILEAGE 71. MILEAGE 72. MILEAGE 73. MILEAGE 74. MILEAGE 75. MILEAGE 76. MILEAGE 77. MILEAGE 78. MILEAGE 79. MILEAGE 80. MILEAGE 81. MILEAGE 82. MILEAGE 83. MILEAGE 84. MILEAGE 85. MILEAGE 86. MILEAGE 87. MILEAGE 88. MILEAGE 89. MILEAGE 90. MILEAGE 91. MILEAGE 92. MILEAGE 93. MILEAGE 94. MILEAGE 95. MILEAGE 96. MILEAGE 97. MILEAGE 98. MILEAGE 99. MILEAGE 100. MILEAGE			
16. POC TRAVEL (if not) <input type="checkbox"/> DRIVER-OPERATOR <input type="checkbox"/> PASSENGER <input type="checkbox"/>				17. DURATION OF TRAVEL 13 HOURS OR LESS MORE THAN 13 HOURS BUT 24 HOURS OR LESS MORE THAN 24 HOURS			
18. REIMBURSABLE EXPENSES a. DATE b. NATURE OF EXPENSE c. AMOUNT d. REASON				19. GOVERNMENT INDESTRUCTIBLE WRECK a. DATE b. NO. OF WRECK c. DATE d. NO. OF WRECK			
20. CLAIMANT SIGNATURE				21. SUPERVISOR SIGNATURE		22. DATE	
23. APPROVING OFFICER SIGNATURE				24. DATE		25. DATE	
26. ACCOUNTING CLASSIFICATION							
27. OTHER ADDRESS DATA							
28. COMPLETED BY		29. APPROVED BY		30. ISSUED TO/DATE FORWARDED BY		31. REVIEWER (If not Signature and Date of Check only)	
32. SIGNATURE PAGE		33. SIGNATURE PAGE					

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EXEMPTION TO DD FORM 1361-2, JUL 2002

EXEMPTION TO DD FORM 1361-2, JUL 2002

EXEMPTION TO DD FORM 1361-2, JUL 2002

16. POC TRAVEL. If you drove or traveled in a private auto, annotate whether you were the owner/operator or a passenger.

17. DURATION OF TRAVEL. Annotate the block that accurately describes the period of your TDY.

18. REIMBURSABLE EXPENSES. This is where you annotate miscellaneous expenses incurred during this period of TDY. Examples of some reimbursable expenses are ATM fees, tolls, and laundry expense (\$2.00 daily-CONUS only).

Appendix C



19. GOVERNMENT DEDUCTIBLE MEALS. If you are in a TDY status, you cannot receive per diem and be provided a meal by the government. If you do receive a free meal, annotate the totals in this block.

20. CLAIMANT SIGNATURE.

- a. Sign this block
- b. Date
- c. Supervisor Signature. This is somebody in your chain of command with knowledge of the TDY trip.

Blocks 21-28 are not required.

References

Official guidance on Travel Pay and Allowances can be found in the Joint Federal Travel Regulation (JFTR), Volume 1. You can find this regulation on the web:

<http://www.dtic.mil/perdiem/>

Additional information can be found on the Contingency Travel website:

<http://www.asafm.army.mil/fo/fod/fincom/cti/cti.asp>

Appendix D



Finance Points of Contact

Unit Administrator:

USPFO:

Mobilization Finance:

ARNG Financial Services Center:

ARNG-MILPAY@ARNG-FSC.NGB.ARMY.MIL

Appendix E



Web Sites with Useful Mobilization Information

The following web sites contain useful mobilization information:

Army National Guard:

<http://www.arng.army.mil/>

DOD Mobilization Guide:

<http://www.defenselink.mil/ra/mobil/pdf/section1.pdf>

Pay and Benefits Section:

<http://www.defenselink.mil/ra/mobil/pdf/benefits.pdf>

Army Community Service:

www.goacs.org

Army National Guard Family Services:

www.GuardFamily.org

Contingency Travel Pay:

<http://www.asafm.army.mil/fo/fod/fincom/cti/cti.asp>

DODFMR's

<http://www.dod.mil/comptroller/fmr/>

DFAS:

<http://www.dfas.mil/>

MyPay:

<https://mypay.dfas.mil/mypay.asp>

Per Diem Committee (JFTR):

<http://www.dtic.mil/perdiem/>

Tricare:

<http://www.tricare.osd.mil/>

Employer Spt.for the Guard and Reserve:

<http://www.esgr.org/>

Army G1:

<http://www.armyg1.army.mil/default.asp>

Thrift Savings Plan:

www.tsp.gov



ARMY NATIONAL GUARD YOU CAN

Developed to help Soldiers resolve pay issues related to mobilization, this Guide contains information on the following topics:

- ⇒ Responsibilities
- ⇒ Military pay information
- ⇒ Travel pay information
- ⇒ Government travel charge card
- ⇒ The mobilization/demobilization process
- ⇒ Leave and Earnings Statement (LES)
- ⇒ TDY travel advance
- ⇒ Completing a travel voucher
- ⇒ Useful reference information

"I am personally committed to ensuring our soldiers are properly paid."

-LTG Roger C. Schultz, Director, Army National Guard

"My promise to our soldiers is that the 'buck stops here'. A soldier's pay is one big thing that he or she should not have to worry about."

-CSM A. Frank Lever III, 7th Command Sergeant Major, Army National Guard

Toll-Free Hotline: Soldiers can call toll free
1-877-ARNGPAY (1-877-276-4729)

E-Mail: Soldiers can e-mail their question or problem to
ARNG-MILPAY@ARNG-FSC.NGB.ARMY.MIL

